

APR 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Credit Union Interest Rates for Car Loans

As part of an effort to encourage Agency employees to take their personal automobiles overseas to reduce the requirements for official cars, the Credit Union Board of Directors has authorized a privileged interest rate on loans made for the purchase of automobiles in such cases.

The standard interest rate on a loan obtained to purchase a new car is 1/2% per month on the unpaid balance. However, an employee who takes his car overseas must have title to it. "New car" loans in such cases have been routinely converted to co-maker loans in order to release the car title. The standard interest rate on a co-maker loan is 3/4%. (Actually, many of these loans are unsecured loans since the "co-maker" is the unemployed wife of the employee.)

Effective 1 May 1/64, new car loans converted to co-maker loans to release the title to an employee going overseas will continue to carry an interest rate of 1/2% after conversion. This 1/2% rate will also apply to loans made to employees to purchase new cars while they are overseas.

2. Death and Disability Benefits

The Executive Director-Comptroller has approved the staff paper which establishes standards for granting death and disability benefits to employees not entitled to statutory benefits or Agency-sponsored insurance programs has cleared all of the coordinating points. We will now complete our drafting of an appropriate regulation and will meet with representatives of each Deputy Directorate to work out operating procedures for the implementation of the approved policy. We will also meet with [redacted] to work out mechanics by which the Director of Personnel can make payment authorizations that would be disbursed by the insurance proprietary,

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3. Recruitment Brochure

The Deputy Director for Intelligence met our 1 April target date for revision of the Recruitment Brochure. His revised draft was received on 31 March.

The Chief, Personnel Recruitment Division is arranging to obtain first proof copies for distribution to interested officials for comment and concurrence.

4. Screening Official Personnel Folders

We have undertaken a project for reviewing Official Personnel Folders to remove extraneous, obsolete, or duplicate materials. This screening will be performed by our Appointment Clerks working under specific rules. The kinds of papers which would be removed are routing sheets, copies of travel orders, duplicates of memoranda, and Requests for Personnel Action covering routine actions which are over five years old.

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This screening can be expected to identify misfiled papers also -- those filed in the wrong location in the folder and those filed in the wrong folders. It should result in some space saving in the file room, a critical item, and improved appearance and accuracy of the files.

This work will be performed as an additional duty by the Appointment Clerks whose workload has lessened somewhat due to reduced recruitment activity. Since it is being performed on this basis, no target date for completion has been set.

In last week's report we noted that the Credit Union's 1963 annual report had been tendered to the Regional Director of the Bureau of Federal Credit Unions (HEW) in classified form and that he refused to accept it. The HEW Director of Security and two representatives of the Bureau met with the Chief, Benefits and Services Division and a representative of the Office of Security on 31 March to discuss this matter. At the conclusion of the meeting we were assured that HEW would cooperate in developing satisfactory procedures for receiving, processing, and storing classified reports from the Agency. As a first step, we have been asked to identify those reports which contain classified information and which items require special handling.

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Since the improved UBLIC coverage was announced, 677 new applications and 1,694 applications for increased coverage have been processed. The extra workload has created a backlog in processing these applications and we have authorized 64 hours of overtime to put this processing on a current basis.

The number of applications for DENTA coverage has increased to 1,775.

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SUBJECT: Current Interest Items

8. Fund Drive

As of the close of business 3 April, 92% of the envelopes issued for the National Health Agencies and Joint Crusade campaign had been returned. Results as of 3 April were as follows:

	<u>National Health</u>	<u>Joint Crusade</u>
Participation (% of returned envelopes with contributions)	86%	86%
Average contribution		
Amount contributed	\$29,600.08	\$17,628.05

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Emmett D. Echols
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - Mr. [REDACTED] IG
- 1 - D/Pers Chrono
- X - D/Pers Subj

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